

Regular Meeting

Agenda Item #	4
Meeting Date	February 23, 2004
Prepared By	Wayne Hobbs
Approved By	Richard M. Finn, City Mgr.

Discussion Item	Award of Training Contract for Police Department Supervisory Personnel to Marin Consulting Associates of Saint Helena, California.
Background	<p>The purpose of the workshops is to improve the Police Department's abilities to provide performance counseling and review of subordinates and to create reasonable performance standards and work plans. This is expected to assist the police department in improving the deficiencies outlined in the Diversity Survey relative to work plan issues which was recently briefed to the Council.</p> <p>The contract will provide two sessions of two days each on "Performance and Accountability" and a two day "Performance Standards Work Session". These sessions will take place between March 9th and March 18th.</p> <p>The "Performance Accountability" will be attended by all Police Department supervisory persons, Corporal and above, accordingly two sessions are required.. The objectives of the work shop are detailed on attachment 1.</p> <p>The "Performance Standards Workshop" will be attended by supervisors, Sergeants and above. The result of this workshop will be standards for the various police department jobs which will be a major part of the officers' work plans. A description of the workshop and the objectives are at attachment 2.</p> <p>The Marin Consulting Associates is considered by staff to be an excellent source for this training. They are also highly recommended by a large number of police departments throughout the country. They have a over twenty years of experience in providing this type of training and the training is geared toward pay for performance evaluations. Staff has been unable to identify another firm which provides this type of training designed for police departments.</p>
Policy	<p>Chapter 9A Purchasing of the City Code provides:</p> <p>Contracts for professional services which exceed \$5,000 must be approved by the Council.</p> <p>Only a single reading ordinance is required when funding has been provided in the approved budget.</p> <p>Contracts for professional services may be made without the requirements for competitive bidding as a sole source procurement if the City Manager determines that there is only one available source for the goods or services.</p>
Fiscal Impact	<p>The cost of the two sessions on "Performance Accountability" is \$9,600. We are opening the sessions to other police departments for a fee which may help defray the cost to the City.</p> <p>The cost of the "Performance Standards Workshop" will cost about \$6,000 depending on the cost of air fare.</p> <p>Funds to cover both workshops are available in the approved FY 04 Budget in account 9000-7050 Non-departmental Training.</p>
Attachments	<ol style="list-style-type: none"> 1. Description of Performance Accountability Workshop. 2. Description of Performance Standards Workshop. 3. Background on Marin Consulting Associates. 4. Proposed Single Reading Ordinance.
Recommendation	Council approve the attached single reading ordinance awarding the training contract to Marin Consulting Associates in an amount not to exceed \$16,000.
Special Consideration	NA

Introduced by: Councilmember

ORDINANCE # 2004-

Award of Contract for Police Training

WHEREAS, it is desired to improve the ability of police supervisors too effectively manage the performance of their subordinates; **AND**

WHEREAS, the City identified Marin Consultants Associates of Saint Helena, California as an excellent provider of the requisite training; **AND**

WHEREAS, staff was unable to identify another suitable source for this training; **AND**

WHEREAS, the funds to cover these cost will be chargeable to the Non-departmental Training Account 9000-7050 of the approved FY 04 Budget which has sufficient funds to cover this training.

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT the City Manager or designee is authorized to enter into a contract with Marin Consulting Associates of Saint Helena, California for the specified training in an amount not to exceed \$16,000 and **that** this Ordinance shall be effective immediately.

ADOPTED this day of February ,2004 by roll call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT: